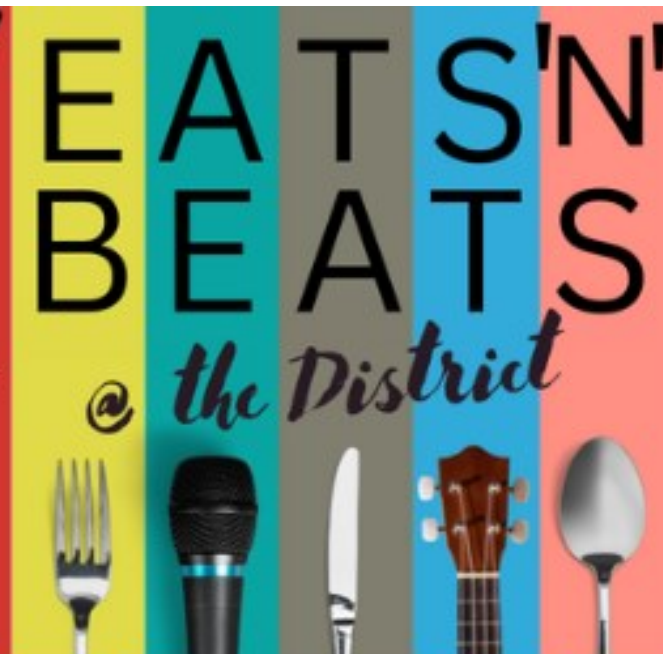




# Food Vendor Rules & Application

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**2024 VENDOR RESERVATION** Price varies for different events, please reference to page 4 for pricing with and without electricity. \$25 for water use (flat rate for the season). Food Vendors will not be granted exclusive rights to sell or market any particular food or beverage at the events. We expect our food vendors to be fully staffed and capable of serving a large number of guests in a relatively short window of time.

Note: We are limiting the number of food trucks/food vendors at all events (excluding the Independence Day Celebration) in order for you to get better sales.

You will receive an email a week or so before the event with festival details, rules, regulations, and load-in/load-out details.

**For food vendors**, your Whiteside County Food Service Permit is your responsibility. Your Whiteside County Food Service Permit must be submitted with your application and displayed on the day of the event. Be sure to email your logo or trademark and application to [Travel@visitrockfalls.com](mailto:Travel@visitrockfalls.com), and include an updated photo of your trailer, your menu, and your website/Facebook page, so that we can use this in the promotion of the event. If you have any questions, contact Rock Falls Tourism at 815-622-1106.

### VENDOR BENEFITS

- Create Brand Awareness
- Build Your Database
- Distribute New Information
- Maintain and Build Relationships
- Associate your organization with a positive community event

### VENDOR RULES

- Rental fees are due when the reservation is made to secure your requested date & time.
- Vendors are required to give a 48-hour notice of cancelation. This is for advertising purposes and also so we can try to find a replacement. We understand weather can be a factor, however, you should be prepared for any type of weather. If these standards are not met accordingly, you may be subject to disqualification in future Rock Falls Tourism events the following year.
- You are responsible for the setup and tear down of your tent.
- All vendor pads are available on a first-come, first-served basis.

Maximum Food Truck/Vehicle Weight Limit RB&W Riverfront Park: **PLEASE LET US KNOW THE SIZE OF YOUR TRUCK/VEHICLE.**

- Sidewalks & Vendor Pads: a class 2 vehicle with a GCWR (Gross Combination Weight Rating) of 10,000 lbs.
- Access Sidewalks: a maximum single axel load of 20,000 lbs. For tandem axels, the combined load limit is 34,000 lbs. (those closer than 40 inches). The combined weight for any multiple-unit vehicle is 72,000 lbs.

- Refunds will not be issued for inclement weather.
- **Electrical usage is limited and on a first-come, first-serve basis.** Generators under 70dba are allowed.

#### **RB&W Park Vendor Pads Power:**

**3 pads with 110-volt** outlets/25 amps per pad. Trailers cannot exceed 20ft.

**3 pads with one 220-volt**/50 amp that can be adapted to 120-volt/20 amp.

All outlets are GFCI outdoor rated.

- All electrical cords must be intact, without loose plugs, with no exposed wiring, and have GFI outdoor rating.
- Wastewater must remain contained and cannot be dumped into storm drains or the Rock River.
- Vendors are responsible for properly disposing of all garbage throughout the event. Immediately upon the conclusion of the event, your area must be returned to a clean condition. Keep in mind, that any additional cleanup required by the City of Rock Falls will be billed to you after the event. This includes all food and cooking waste.
- Vendors are responsible for bringing their own tables, chairs, tents, signage, and weights to hold their tent in place.
- Do not tie off anything (ropes, banners, signs, etc.) to trees, plants, or shrubbery. NO staking or digging anything into the turf. Vehicles will NOT be permitted to drive on grass areas unless authorized by Tourism Director or Assistant Director.
- Inflatable attractions are prohibited at RB&W District Parks.

- Rock Falls Tourism has the right to deny any vendor(s) with past concerns or problems with vendors/exhibitors, or vendors exhibiting/selling items that are not approved or appropriate for this event.
- The vendor fee is nonrefundable in the event of cancellation or postponement due to vendor choice; vendor contract termination as a result of breaking agreement rules therein and/or event cancellation.
- We are limiting the number of food trucks/food vendors at all events (excluding the Independence Day Celebration) in order for you to get better sales.
- Any alcohol sales would need to be approved by contacting the Rock Falls Mayor (Liquor Commissioner) at 815-622-1100.
- All vendors must ensure health department compliance and secure proper permitting by contacting the Whiteside County Health Department at (815) 626-2230 before the event.
- No accessory vehicles are allowed in the RB&W District area during the event hours unless previously arranged with Tourism.
- Booths must be staffed and open for business at all times during event hours. Vendors may open once the setup is complete.
- Merchandise or display may not block walkways or encroach on other vendor spots. Any vendor violating will be asked to relocate their materials.
- Rock Falls Tourism staff is not responsible for lost, stolen, or damaged items.
- Paperwork must be signed and submitted along with payment before a spot can be reserved.
- Set-up times need to be arranged before the event date. Please notify us at least 30 minutes before your scheduled time if you are running late by calling 815-590-7330.

## Signature

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NAME OF ORGANIZATION/BUSINESS/CLUB:	
CONTACT PERSON:	
ADDRESS:	
WEBSITE / FACEBOOK PAGE:	
CONTACT NUMBER:	EMAIL ADDRESS:
SERVING WINDOW: <b>DRIVER SIDE      PASSENGER SIDE</b>	WATER \$25 FEE FLAT RATE FOR THE SEASON: <b>YES / NO</b> Dates you need water:
WHAT YOU WILL BE SELLING:	ELECTRIC SITE: <b>110 V      /220 V</b>

Dates/Events	Unit Price	Size of Trailer	Line Total
Talent Show 5pm-8pm Thursday, May 30th	\$25 vendor w/ electricity \$10 vendor w/o electricity		
Independence Day Celebration w/ Fireworks Wed. July 3 <sup>rd</sup> 4pm-10pm	\$50 vendor w/ electricity \$25 vendor w/o electricity		
Talent Show 5pm-8pm Thursday, July 11th	\$25 vendor w/ electricity \$10 vendor w/o electricity		
Eats 'N' Beats 4pm-9pm Friday, July 19th	\$50 vendor w/ electricity \$25 vendor w/o electricity		
Talent Show 5pm-8pm Thursday, August 1st	\$25 vendor w/ electricity \$10 vendor w/o electricity		
Eats 'N' Beats 4pm-9pm Friday, August 16th	\$50 vendor w/ electricity \$25 vendor w/o electricity		
Art in the Park 10am-5pm Saturday, August 24th	\$25 vendor w/o electricity		
<b>Total</b>			<b>\$</b>

*Thank you for your commitment to our communities by being a vendor at our events at the RB&W District! It is through entrepreneur businesses like yours we hope to increase tourism in our area.*

**Please return the completed form with your signature and payment to:**

**Rock Falls Tourism, Attn: Tracy Finch, 603 W. 10<sup>th</sup> Street, Suite 1-A, Rock Falls, IL 61071, or email at [Travel@visitrockfalls.com](mailto:Travel@visitrockfalls.com)**

**Payments can be cash, check, or credit card (\$3.00 fee for credit card transaction)**